

## ROUTING AND TRANSMITTAL SLIP

Date

27 January 1984

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1.

C/PD/OL

2.

**ACTION**

3.

C/PD.

HP

22 Feb

4.

D/L -

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

The D/L is scheduled to speak to the Office of Communications staff meeting group on 5 March and he would like you to supply him with information and statistics relative to your level of support to OC and your view of the working relation between your office and OC. Would appreciate your input by 24 February.

Thanks,

*George***ACTION***Discuss.*

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Frankie

O-D/L

Room No.—Bldg.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

22 FEB 1984

NOTE TO D/L

FROM: C/PD

SUBJECT: Procurement Division Statistics and Working  
Relationships with Office of Communications

Dan:

1. Don't know how much "detail" you wanted for your 5 March meeting with OC Staff but here are some "bullets" and attached is more detail in case you need it.

STAT  
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° OC is by far our largest single customer. In FY-83 we processed circa [ ] actions with a dollar value of [ ] see attachment A for detail. (This is exclusive of Small Purchase Branch actions which were also substantial).

° FY-84 looks like it will be an even bigger year, see attachment B for detail on new initiatives for P&SCB.

° We are working closely with OC management in their development of a procurement planning process and other procurement related issues. We have recently received a procurement workbook which represents OC's initial effort to consolidate procurement plans for FY-84.

STAT  
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° ADP&E Branch has two major efforts in support of OL in FY-84: Redirection of project MERCURY and redirection of the Message Handling Facility (MHF) systems development. The MHF contracts total [ ] in FY-84 and circa [ ] in FY-85.

STAT  
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STAT  
° Problem areas: Both OC and PD are hurting for qualified personnel to manage the ever increasing procurement workload. Also, the logistics staff [ ] is being overwhelmed with requests for support from the many new and expanding activities housed [ ]

STAT  
° Commo is actively seeking CIA retirees' to provide Contracting Officer Technical Representative help and in some instances considering personnel services contracts to meet these needs. We must be very careful in this latter area to ensure that all the legal requirements and conditions of personnel services contracts are observed!

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## SECRET

## P&amp;SCB/PD SUPPORT TO OFFICE OF COMMUNICATIONS

The Office of Communications is P&SCB's largest single customer both in terms of dollar volume and number of procurement actions. 25X1n FY1983, P&SCB processed approximately [ ] procurement requests 25X1ith a total value of [ ] on behalf of OC. This represented 48% of P&SCB's total FY1983 procurement activity. Our relationship with and procurement support to OC is improving due to several new initiatives in FY1984.

P&SCB has implemented a "team approach" whereby 3 negotiators have been identified to handle all OC procurement actions. Mr. [ ] is the team chief, supported by [ ] 25X1 [ ] OC supports this approach and now has a clearly identified focal point within P&SCB for followup on OC production & service contract requirements.

Liaison has been established with OC's management staff 25X1primarily [ ] to handle procurement related issues that cannot be resolved at the OC Division level. Also, OC management, at our request, has developed a procurement planning mechanism whereby all divisions in OC submit quarterly procurement plans which, in turn, are provided to PD. This planning instrument is still in the "shake-down" stage of evolution, and a meeting was 25X1eld recently with [ ] to discuss refinements to this planning document and procedures for periodic update.

This cooperative planning process is considered extremely important as OC will be initiating several major new programs in FY1984, in addition to the continued procurement of equipment for the RECAP Program (heretofore OC's major procurement requirement). Shown below is a partial listing of anticipated major new OC initiatives:

- 25X1 -OC New Building Commo Program - [ ]
- 25X1 -Encompasses all OC commo functions at Hqs compound
- 25X1 [ ] estimated budget FY85 to FY89
- 25X1 -FY1984 activity includes:
- 25X1 [ ] develop specs for competitive acquisition of black phone system for all metro D.C. Agency facilities -
- 25X1 -Competitive RFP - issue 5/84 - award 10/84
- 25X1 -Will be complex high priority action with heavy activity occurring at Fiscal Year end
- 25X1 [ ] - develop specs for Hqs secure voice telephone system
- 25X1 -New technology involved vice current HSTS design
- 25X1 -Issue competitive [ ] - award 11/84

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25X1

ATTACHMENT  
8

25X1

25X1

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- 25X1 [redacted]  
-Study/Design Annex intra-bldg commo distribution system - (local area networking - audio/video/data)  
-Specs will be used in early FY85 RFP
- 25X1 [redacted]  
-Study/Design inter-bldg (metro D.C. Agency facility) commo distribution systems (HATS, etc)  
-Specs will be used in mid-FY85 RFP
- 25X1 [redacted]  
-Design for relocation & upgrade of Hqs Comcenter (will be located in new Hqs Annex)  
-Specs will be used in 3rd Qtr FY85 RFP
- 25X1 -Non-Secure Phone System - [redacted]
- 25X1 -AT&T PBX Lease - [redacted]  
-AT&T Continuity of Service Agreements (result of AT&T divestiture & FCC rate deregulation)  
-Involves a high degree of liaison with OC
- 25X1 -Accommodation Procurements for OC/SAG - [redacted]  
-Level & complexity is increasing
- 25X1 [redacted]  
-Coordination w/NSA required  
-Examples:
- 25X1 -Secure voice system - [redacted]  
-Study for add'l multi-national secure voice network with multiple satellite links & potential major follow-on system acquisition - [redacted]
- 25X1 [redacted]
- 25X1 [redacted]

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